



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Distribution Operator I
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GENERAL PURPOSE

Under immediate supervision, learns to inspect, operate, maintain, service and perform operational repairs to facilities and equipment used in the storage, treatment and distribution of potable and reclaimed water; responds to water leak and emergency repair situations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level classification in the Distribution Operator series. Initially under close supervision, incumbents learn and perform routine duties in the inspection, start-up, operation, servicing, and field repair of water storage and distribution equipment and facilities. As experience is gained, assignments become more varied and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Distribution Operator II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is distinguished from the Distribution Operator II level in that the latter performs the full range of journey-level duties and works independently.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Assists in the treatment and operation of systems through monitoring, inspecting and maintaining the potable and reclaimed water production, storage, pumping equipment and distribution systems, including reading meters, pressures, chlorine residuals, basic total dissolved liquids (TDS) and nitrate levels and samples.
- Learns to interpret, and determine problems in the system, from information on gauges, meters, charts and graphs; operates pumps, valves and related equipment to regulate flows and pressures.
- Learns to perform operational adjustments to the distribution system to ensure compliance with quality and regulatory requirements, including but not limited to, flushing trouble areas and pulling samples for lab and determining a plan to correct water quality problems; learns to calculate chemical treatment and blends at wells and make daily systems changes to plants, wells and storage sites.
- Learns to perform preventive maintenance program tasks on pumps, valves, engines, motors and related production, storage and distribution system equipment and facilities; learns to perform pump testing using various head and flow instruments.
- Learns to collect and analyze water samples from various locations within the distribution system to monitor and maintain water quality daily.
- Receives chemical shipments, participates in the unloading process and records into inventory; inspects shipments received for standards compliance.
- Learns to inspect production, treatment, storage and distribution facilities for maintenance and cleaning needs, including but not limited to climbing on top of tall steel tanks, climbing down into reservoirs, vaults and other confined spaces, working in large reservoirs, and climbing on ladders to inspect, service and clean pumps and other equipment or facilities; maintains building and grounds in a clean and orderly manner; follows District safety standards.
- Responds to and confirms the existence of water main breaks, leaks, hydrants, etc.; contains and repairs minor leaks in accordance with safety guidelines; places safety signs and traffic-control barricades, isolates main breaks by operating distribution system valves; makes emergency shut-downs; notifies customer of shut downs; assists in establishing alternate routes and system operations to meet emergency demands; sets up temporary water where needed; coordinates activities with other departments, outside agencies, and contractors.
- Responds in person to inquiries and investigates and resolves customer complaints as directed.

- Transports and installs chlorine gas cylinders at disinfection facilities; learns to respond to chlorine leaks to test air quality with a gas detector to verify leak and notify appropriate individuals; follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials.
- Documents and maintains a variety of records and reports advising on overall system operations and shutdowns.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties, as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles, methods and techniques for operating pumps, valves, electric motors, diesel and natural gas engines and electronic, computerized and manual control systems.
- Functions and servicing requirements of the equipment used in a water distribution system.
- Safe working practices including those related to the transportation and handling of hazardous materials.
- Methods and techniques of inspecting, maintaining and repairing a diverse range of equipment.
- Operational characteristics of water distribution systems.
- Principles, practices, methods and techniques utilized in chemical, bacteriological, and biological analyses.
- Basic mathematics.
- Principles and practices of record keeping.
- Federal and state safe drinking water laws and regulations.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate a variety of pumping, treatment, control and transmission equipment and machinery, including digital control equipment.
- Accurately read meters, gauges, valve books, blueprints and schematic drawings.
- Operate Personal Protective Equipment (PPE), chlorine leak detector, gas detector, fall arrest system and ventilation equipment in accordance with safety standards.
- Make mathematic calculations, including metrics.
- Prepare basic records and reports of work performed.
- Operate and maintain hand and power tools pertaining to the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- One (1) year of experience operating and maintaining pumps and valves similar to those used in a large water distribution system.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- State of California Water Treatment Operator Certificate, Grade I; or the ability to obtain such within fifteen months from date of hire.
- State of California Distribution Operator Certificate, Grade I; or the ability to obtain such within fifteen months from date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Distribution Operator I
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Distribution Operator I. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____